



## Declaration for Non-Federal Employment

### General Information

1. Full Name (First, middle, last)	2. Social Security Number
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### Military Service

3. Have you ever served in the United States Military? If you answered "YES," list the branch, dates, and type of discharge for all active duty. If your only active duty was training in the Reserves or National Guard, answer "NO."			<input type="checkbox"/> Yes <input type="checkbox"/> No
Branch	From MM/DD/YYYY	To MM/DD/YYYY	Type of Discharge

### Background Information

**For all questions, provide all additional requested information under item 16 or on attached sheets.** The circumstances of each event you list will be considered. However, in most cases you can still be considered for Federal Jobs. For questions 9, 10, and 11, your answers should include convictions resulting from a plea of *nolo contendere* (no contest), but omit (1) traffic fines of \$300.00 or less, (2) any violation of law committed before you 16<sup>th</sup> birthday, (3) any violation of law committed before your 18<sup>th</sup> birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law.

4. During the last 10 years, have you been convicted, been imprisoned, been on probation or been on parole? (Includes felonies, firearms or explosives violations, misdemeanors, and all other offenses.) If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Have you been convicted by a military court-martial in the past 10 years? (If no military service, answer "NO.") If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the place of occurrence, and the name and address of the military authority or court involved.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Are you now under charges for any violation of law? If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. During the last 5 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management or any other Federal agency? If "YES," use item 16 to provide the date, and explanation of the problem, reason for leaving, and the employer's name and address.	<input type="checkbox"/> Yes <input type="checkbox"/> No

8. Are you delinquent on any Federal debt? (Includes delinquencies arising from Federal taxes, loans, overpayment of benefit, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans such as student and home mortgage loans.) If "YES," use item 16 to provide the type, length, and amount of the delinquency or default, and steps that you are taking to correct the error or repay the debt.

☐ Yes ☐ No

**Continuation Space/ Agency Optional Questions** \_\_\_\_\_

9. Provide details requested in items 3 through 8 in the space below or on attached sheets. Be sure to identify attached sheets with you name, Social Security Number, and item number, and to include ZIP Codes in all addresses. If any questions are printed below, please answer as instructed (these questions are specific to your position and your agency is authorized to ask them).

Applicant's Signature \_\_\_\_\_  
(Sign in ink)

Date \_\_\_\_\_